

COUNTY OF LOS ANGELES  
DEPARTMENT OF PARKS AND RECREATION  
*"Creating Community Through People, Parks and Programs"*



March 15, 2005

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**ADOPT AND ADVERTISE FOR A CONSTRUCTION CONTRACT  
FOR THE SKATEPARK PROJECT  
AT BELVEDERE PARK  
(C.P. NO. 69238, SPEC. NO. 04-0030)  
(First District - 3 - Vote Matter)**

**JOINT RECOMMENDATION WITH THE CHIEF ADMINISTRATIVE OFFICER THAT  
YOUR BOARD:**

1. Find the project categorically exempt from the California Environmental Quality Act (CEQA).
2. Adopt Plans and Specifications No. 04-0030 for the Skatepark project at Belvedere Park, at an estimated construction cost of \$687,659, and instruct the Executive Officer-Clerk of the Board to advertise for construction bids in accordance with the "Instruction Sheet for Publishing Legal Advertisements" (Attachment B).

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The recommended actions will adopt the plans and specifications and authorize advertisement for construction bids for the Belvedere Park Skatepark.

The proposed improvements include construction of an in-ground and above-ground skatepark facility designed for skateboarders and rollerbladers. The scope of the project shall include an in-ground concrete skatepark, entry signage, sport lighting, tubular steel fence and gate, Americans with Disabilities Act (ADA) compliant picnic table, litter receptacle, reseeding turf areas, adjusting the irrigation system, landscape shrubs, and trees.

In addition, the scope of work includes refurbishments to the existing restroom including fixture and toilet partition upgrades for ADA compliance, exterior paint, new tile floors and new vent grills. The ceilings will be renovated to provide access to natural sunlight by the addition of new skylights.

As part of the project, youth will be employed to plant trees, shrubs and container-stock groundcover. This work will be supervised by the Department's East County Community Services Agency.

The project will also include additive alternative items that may be awarded if favorable bids are received. The additive alternates are estimated at a combined value of \$21,626 and include a shade structure, bench, decorative fence panel, and aluminum bleachers on a concrete pad.

#### PARTICIPATION OF LOCAL SKATEBOARDING YOUTH IN THE DESIGN PROCESS

As part of the design process, two community design workshops were hosted by the Department and moderated by the design consultant, at which local skateboarders voiced suggestions and sketched ideas for design elements in the skatepark.

In addition to the design workshops, the Department and the design consultant held a weekend field trip with skateboarders from the Belvedere Park community to visit skateparks in San Bernardino County to solicit comments about a variety of specific skatepark elements. As a result of that process, the skatepark was designed to incorporate features desired by the local skateboarders. This process encouraged local participants to develop a sense of partnership in the project and they have expressed great enthusiasm about their involvement.

#### IMPLEMENTATION OF STRATEGIC PLAN

The new skatepark and site improvements planned at Belvedere Park will enhance County Strategic Plan Goals for Service Excellence (Goal Number 1) Fiscal Responsibility (Goal Number 4), Children and Families' Well-Being (Goal Number 5), and Community Services (Goal Number 6) by investing in public infrastructure to create a recreational facility that will serve the growing number of skateboarders, especially youth, in the unincorporated community of East Los Angeles.

### **FISCAL IMPACT/FINANCING**

The estimated construction cost of the project is \$687,659. The total project cost including plans and specifications, plan review, construction, change order contingency, consultant services, youth employment, and County services is currently estimated at \$1,018,891 (see Attachment A).

The additive alternative items are currently estimated at \$21,626. These items will only be included in the construction project if sufficient funds are available in the project budget upon receipt of bids.

The proposed project is funded by a Safe Neighborhood Parks, Clean Water, Clean Air, and Coastal Protection Bond Act of 2000 (Proposition 12) Per Capital Grant (\$768,891) and a California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Bond Act of 2002 (Proposition 40) Per Capita Grant (\$250,000). Sufficient appropriation is available in the Department's Fiscal Year 2004-05 Capital Projects Budget under C.P. No. 69238.

In light of the rising construction costs currently being experienced throughout the construction industry, the Department obtained an independent cost estimate which predicts a construction cost of \$880,135.

Prior to award of the construction contract, we will assess the potential budget impacts of the bids received. If the low bid exceeds the budgeted construction estimate, we will return to your Board at the time of the construction contract award with final recommendations regarding the project scope and funding.

### **OPERATING BUDGET IMPACT**

Based on the project description and current salary and employee benefits rates, the Department estimates one-time start-up costs of \$8,270 for maintenance equipment and supplies, and a mobile storage unit for safety equipment. In addition the Department anticipates an increase of \$59,262 in ongoing costs to staff, operate and maintain the facility. This includes salaries and employee benefits for maintenance and recreation staff, and services and supplies for utilities, maintenance supplies, and safety equipment.

The Department is working with the Chief Administrative Office to determine the appropriate operating requirements and available funding. According to the current project construction schedule, the operating costs will be incurred beginning in FY 2005-06.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

A standard contract, in the form previously approved by County Counsel will be used.

As required by your Board, the following standard provisions have been incorporated into the project specifications: Solicitation of Improper Consideration by County Employees; Consideration for Employment of Qualified Current or Former County Employees; Consideration to Hire Qualified Employees in the County's Greater Avenues for Independence, and General Relief Opportunities for Work (GAIN/GROW) Program; Contractor Notification to Employees Regarding Potential Eligibility for Federal Earned Income Credit; Local Small Business Preference; Contractor Employee Jury Service Program; Contractor Responsibility and Debarment; Child Support Compliance Program; and Safely Surrendered Baby Law.

As required by your Board, language has been incorporated into the specifications stating that the contractor shall acknowledge that the County has established a goal of ensuring all individuals who benefit financially from the County through contracts are in compliance with their court-ordered child, family, and spousal support obligations, and contractors shall provide information concerning principal owners to the Department of Child Support Services, as requested.

In accordance with your Board's request of February 3, 1998, this contract opportunity will be posted on the County's Office of Small Business web site upon your Board's approval.

### **CONTRACTING PROCESS**

Attachment B is the "Instruction Sheet for Publishing Legal Advertisements." Advertising an "Offer to Consider Equivalents" is not warranted since materials are covered by descriptive technical specifications adequate for competitive bidding.

Community Business Enterprise (CBE) participation in the project will be enhanced through the Capital Project CBE Outreach Program and by the requirement that bidders demonstrate their good faith efforts to utilize CBE.

A mandatory pre-bid meeting will be held at the project site to insure all bidders are familiar with site conditions and the requirements of this work. Construction bids will be opened on April 19, 2005. Upon opening of bids, the Department will return to your Board for award of a construction contract.

#### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

It is anticipated that construction will begin in June 2005, and will be completed in December 2005. The park will remain open during construction of the project, with the exception of the undeveloped field designated for the new skatepark. To reduce the disruption of restroom service during refurbishment of the existing restroom building, the contractor will provide two portable toilets, one of which will be handicap accessible, for public use during construction.

A construction signboard informing the public of the upcoming construction will also be posted 30 days prior to the start of construction and flyers explaining the project will be circulated.

#### **ENVIRONMENTAL DOCUMENTATION**


This project is categorically exempt from the California Environmental Quality Act (CEQA) according to sections 15301 (a), 15302 (c) 15303, 15303 (d) (e) 15304 (b) of the State CEQA Guidelines and Class 1 (d), Class 2 (e), Class 3 (b) and Class 4 (c) of the *Environmental Document Reporting Procedures and Guidelines* adopted by your Board on November 17, 1987, because the project involves minor alteration of existing facilities, reconstruction of existing facilities, installation of small new facilities and new landscaping.

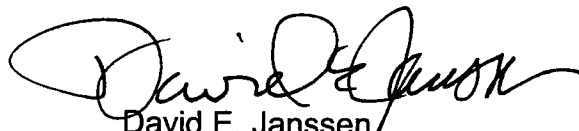
The Honorable Board of Supervisors  
March 15, 2005  
Page 6

**CONCLUSION**

Please instruct the Executive Officer-Clerk of the Board to forward one (1) conformed copy of this letter to the Chief Administrative Office and four (4) conformed copies of this letter to the Department of Parks and Recreation for distribution.

Respectfully submitted,

  
Russ Guiney  
Director

  
David E. Janssen  
Chief Administrative Officer

Attachments (2)

al:belvedereadopt.lwp

c: Executive Office (22)  
County Counsel  
Department of Public Social Services (GAIN/GROW)

**ATTACHMENT A**

**ADOPT AND ADVERTISE FOR A CONSTRUCTION CONTRACT  
FOR THE BELVEDERE SKATEPARK  
C.P. NO. 69238, SPEC. NO. 05-0050  
(First District - 3 - Vote Matter)**

**I. PROJECT SCHEDULE**

Project Activity	Scheduled Completion Date		
1. Land Acquisition	N/A		
2. Environmental Impact Report	N/A		
3. Program	12-03		
4. Schematic Design	12-03		
5. Design Development	02-04		
6. Construction Documents	2-05		
7. Jurisdictional Approval	N/A		
8. Construction Contract Award	5-05		
9. Construction Start	6-05		
10. Beneficial Occupancy	11-05		
11. Final Acceptance	12-05		

**II. PROJECT COST SUMMARY**

Cost Category	Estimated Project Cost		
1. Land Acquisition	N/A		
2. Plans and Specifications	\$57,844		
3. Plan Review	\$6,000		
4. Make-Ready Activities	N/A		
5. Construction			
a. Contract	\$687,659		
b. Change Orders and Contingencies	\$68,766		
6. Equipment	N/A		
7. Consultant Services	\$19,735		
8. County Services	\$171,144		
9. Youth Employment Plan	\$7,743		
TOTAL	\$1,018,891		

**ATTACHMENT B**

March 15, 2005

TO: Executive Officer-Clerk of the Board of Supervisors  
County of Los Angeles  
State of California

FROM: Planning and Development Agency  
Department of Parks and Recreation

Regarding: NOTICE INVITING CONSTRUCTION BIDS  
ON DRAWINGS AND SPECIFICATIONS  
LISTED UNDER PROJECT TABULATION

**ADVERTISE FOR A CONSTRUCTION CONTRACT  
FOR THE SKATEPARK PROJECT  
AT BELVEDERE PARK**

**INSTRUCTION SHEET FOR PUBLISHING LEGAL ADVERTISEMENTS  
PUBLISHING**

In accordance with the State of California Public Contract Code Section 20125, and Government Code Sections 6060 and 6062, you may publish once a week for two weeks in a weekly newspaper, or ten times in a daily newspaper.

Also publish in the following:

1. Local paper.
2. Any newspaper requested by the **First** District.

Forward three reprints of the attached advertisement to the Planning and Development Agency, Department of Parks and Recreation, 510 South Vermont Avenue, 1st Floor, Los Angeles, California 90020.

**OTHER INSTRUCTIONS**

Dates indicated in "Official Notice Inviting Bids" are predicated on approval by the Board on **March 15, 2005**. Deferred action by the Board will necessitate adjustment of dates by the Department of Parks and Recreation.

**Project:** Belvedere Skatepark  
**Spec. No.** 04-0030  
**C.P. No.** 69238



## **OFFICIAL NOTICE - INVITING BIDS**

Notice is hereby given that the Executive Officer-Clerk of the Board of Supervisors will receive sealed bids in a place, time, and manner hereinafter described, for furnishing all materials, labor, and equipment required for the construction to complete the following work:

### **PROJECT TABULATION**

<b><u>SPEC. NO.</u></b>	<b><u>PROJECT</u></b>	<b><u>DEPOSIT</u></b>	<b><u>DATE OF BID OPENING</u></b>
04-0030	Belvedere Skatepark	\$50.00 Nonrefundable	April 19, 2005

**There will be a mandatory pre-bid walk-through for this project at 10:00 a.m. on Tuesday, March 29, 2005, at the west parking lot of Belvedere Park. Attendance at this walk-through is mandatory. A bid submitted by a Contractor who has not attended the mandatory pre-bid walk-through will be deemed not responsive for that reason.**

Deadline for submitting bids is **Tuesday, April 19, 2005, at 10:45 a.m.** Bids will be publicly opened, examined, and declared by the Department of Parks and Recreation the same morning at 11:00 a.m., at the Department of Parks and Recreation, 510 S. Vermont Avenue, 1st Floor, Los Angeles, California 90020.

Project cost has been estimated at **\$ 687,659.**

Construction time is to be a maximum of two hundred (200) calendar days for the entire project.

Bids shall conform to Drawings and Project Manual open to inspection in the Office of the Executive Officer-Clerk of the Board of Supervisors, and at **the Department of Parks and Recreation, 510 S. Vermont Avenue, 1st Floor, Los Angeles, California 90020.** Copies of Project Manual and Drawings of the work to be bid upon can be obtained at the Department of Parks and Recreation, 510 S. Vermont Avenue, 1st Floor, Los Angeles, California 90020.

Each bid shall be submitted on a form obtained at the address above. Bids shall be sealed and filed at **510 S. Vermont Avenue, 1st Floor, Los Angeles, California on or before 10:45 a.m.** on the date indicated.

For information, call the Project Manager **Mr. Andy Lopez at (213) 738-3066.**

Bidders must comply with the provisions of the Bidding Requirements, General Conditions, and the Project Manual concerning bid guarantee, contract bonds, and insurance requirements. This project requires the Prime Contractor to possess a license classification of **"(A)" or "(B)"** at the time of submitting the bid. Contractor should verify to its satisfaction that the correct license is possessed for this type of project.

The Board of Supervisors reserves the right to reject any or all bids and also reserves the right to waive technical, trivial, or unsubstantial errors and discrepancies in bids submitted in the public interest.

Pursuant to the Labor Code of the State of California, the State Department of Industrial Relations has determined the general prevailing rate of per diem wages for each craft or type of worker needed to execute any construction contracts which may be awarded to the successful bidder or bidders by the County of Los Angeles. In the event the Contractor or any subcontractor employed by Contractor pays a worker less than stipulated prevailing rate for such work or craft, the Contractor will be liable for all forfeits and additional wage payments as provided in Sections 1775 and 1776 of the Labor Code of the State of California.

Contractor may substitute securities for retention moneys to be withheld in accordance with the conditions of Public Contract Code Section 22300.

Bids must provide full disclosure on False Claim Act violations and civil/criminal legal actions as provided for on the respective attachments in the bid package. Failure to complete these forms may result in the determination that the bidder is non-responsive and/or not responsible.

Prior to the date and time of submission of bids, bidders shall submit separately to the District Attorney a completed Principal Owner Information (POI) Form if such form is not currently on file with the District Attorney. Bidders shall certify, in accordance with Section 2.200.600 of the County Code, that: 1) the POI Form has been appropriately completed and provided to the District Attorney with respect to the Contractor's principal owners; 2) the Contractor has fully complied with all applicable State and Federal reporting requirements relating to employment reporting for its employees; and 3) the Contractor has fully complied with all lawfully served Wage and Earnings Assignment Orders and Notices and will continue to maintain compliance. Such certification must be submitted on the Child Support Compliance Program (CSCP) Certification Form included as one of the proposal forms. Failure by the bidder to submit the CSCP Certification (which includes certification that the POI Form has been submitted to the District Attorney) may result in the determination that a bid is non-responsive (County Code Section 2.200.070)

These terms shall also apply to proposed subcontractors of Bidders on County contracts.

Bidders are urged to familiarize themselves with bid documents and specifications package No. 04-0030.

The County of Los Angeles encourages bids from all certified minority and women-owned firms. On final analysis and consideration of award, contractor will be selected without regard to gender, race, creed, or color.

In evaluating bids, the County will give preference to businesses that are certified by the County as a Local Small Business Enterprise (Local SBE), consistent with Chapter 2.204 of the Los Angeles County Code. A Certified Local SBE is: 1) a business certified by the State of California as a small business enterprise; and 2) a business having its principal office currently located in Los Angeles County for a period of at least the past twelve months; and 3) certified by Office of Affirmative Action Compliance as meeting the requirements set forth in 1 and 2 above. Certified Local SBEs must request the SBE Preference in their solicitation responses and may not request the preference unless the certification process has been completed and certification affirmed. County must verify Local SBE certification prior to applying the preference. Sanctions and financial penalties may apply to a business that knowingly, and with intent to defraud, fraudulently seeks to obtain or maintain certification as a Certified Local SBE.

Information about the State's small business enterprise certification regulations is in the California Code of Regulations, Title 2, Subchapter 8, Section 1896 et seq., and is also available on the California Department of General Services Office of Small Business Certification and Resources Website at <http://www.pd.dgs.ca.gov/smbus/default>.

Si necesita mas informacion sobre este anuncio, llame el Sr. Andres Lopez, (213) 738-3066.

Published by order of the Board of Supervisors of the County of Los Angeles, State of California, dated March 15, 2005.

VIOLET VARONA-LUKENS  
EXECUTIVE OFFICER-CLERK OF THE  
BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES